CITY OF HOUSTON

Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
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3	*Job Classification*	**SENIOR MICROCOMPUTER ANALYST**
4	*Posting Number*	**PN # 107245**
5	*Department*	**CONVENTION & ENTERTAINMENT FACILITIES**
6	*Division*	**SUPPORT SERVICES**
7	*Section*	**SYSTEMS OPERATIONS**
8	*Reporting Location*	**1001 AVENIDA DE LAS AMERICAS 1.5 FLOOR***
	Workdays & Hours	**MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.***
		*Subject to change

9 — DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Primary responsibility is to provide technical services to CEF Division level personnel. Analyze current infrastructure and present ways to effectively utilize current and future technology based on the latest trends. Assess current technology requests and recommend viable solutions. Installs hardware and software; troubleshoots hardware and software problems. Designs and installs Local Area Networks. Designs and implements micro-to-mainframe computer system linkages. Researches and evaluates software technology and applications; maintains files on vendor equipment and software packages, their capabilities, price, performance, etc. Handles special projects as assigned. Perform other duties as assigned.

10 — WORKING CONDITIONS

The position is physically comfortable.

11 — MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

12 — MINIMUM EXPERIENCE REQUIREMENTS

Three years of professional experience in systems analysis, design, programming or a closely related field are required.

13 — MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

14 — PREFERENCES

Preference will be given to applicants holding hardware and software certifications (Microsoft, Novell, HP, Dell) or who have extensive experience in designing and recommending customized PC based computer solutions for end users. Outstanding customer service and good oral and written communication skills are required. Applicant must have Break/Fix capabilities on PCs, Printers and standard business software systems (Microsoft Windows 98, 2000 and XP professional as well as Microsoft Office products).

15 — SELECTION/SKILLS TESTS REQUIRED

None.

16 — SAFETY IMPACT POSITION   ☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 — SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

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Salary Range – Pay Grade 23
$1,347.00 - $1,856.00 Biweekly $35,022.00 - $48,256.00 Annually

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18 — OPENING DATE   October 26, 2005

19 — CLOSING DATE   Open Until Filled

20 — APPLICATION PROCEDURES

Original applications only and resumes are accepted, must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. **For application status inquiries, please call (713) 853-8211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.

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An equal opportunity employer

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S.L./ J.B.A. 467.2